

**Subject:** Request for use of 4th floor conference room  
**From:** Lorena Parker <lparker@sanpedrobid.com>  
**Date:** 11/03/2017 10:15 AM  
**To:** alexis.mauro@lacity.org  
**CC:** Nicole Deering <nicole.deering@lacity.org>

Alexis,

First of all, I want to thank you for scheduling our monthly board meetings. I never knew the person who blocked out the meeting room, I only knew that it was always booked for us.

I have two requests. I am looking to book the room next Wed., 11/8/17 at 9:00am for a quick important special board meeting. Is the room available?

Secondly, we have started some new standing committees that will be meeting monthly. The board is looking at the third Wednesday of the month. It looks like the room is in use this month. Is this a one-time meeting that will be utilizing the room or a standing meeting? I would like to discuss this with you. Can you please call me? I do not have your phone number.

Thank you for your assistance.

Best regards,

Lorena Parker  
*Executive Director*  
*San Pedro Property Owners' Alliance*  
**San Pedro Historic Waterfront  
Business Improvement District**  
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